

**JOB DESCRIPTION**  
**MURFREESBORO WATER AND SEWER DEPARTMENT**  
**RESIDENT INSPECTOR**

**1. JOB TITLE:** RESIDENT INSPECTOR

- 2. DEFINITION:** This is a technical position involving the inspection of construction of water distribution and wastewater collection systems. This position reports directly to the Assistant Director over Engineering. All employees are responsible to the Director and to the City Manager. The position is classified as non-exempt for the purpose of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens, and as Safety Sensitive. The employee is subject to pre-employment, reasonable suspicion, post accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing

**3. EQUIPMENT/JOB LOCATION:**

- a. The employee must be capable of operating an engineering transit and level, communication equipment, hand tools, and vehicles.
- b. The job location is throughout the water distribution and wastewater collection systems. The employee may be exposed to inclement weather. All City facilities and vehicles are smoke-free.

**4. ESSENTIAL FUNCTIONS OF THE JOB:**

- a. Inspects all phases of water and sewer line construction and appurtenances to insure conformance to plans and specifications.
- b. Reviews project blueprints and specifications.
- c. Evaluates construction methods for compliance with state mandated design criteria.
- d. Measures water and sewer line quantities.
- e. Inspects raw materials delivered for installation.
- f. Maintains necessary daily records and generates quantitative reports.
- g. Ascertains field conditions or problems requiring changes in work or correction of improper construction procedures and promptly reports such to the supervisor.
- h. Determines the need for change orders and makes appropriate recommendations.
- i. Confers with contractors, consultants, departmental employees and the general public.
- j. Makes independent decisions based on judgment and experience.
- k. Works safely around hazards and confined spaces incidental to water and sewer line construction areas.

**5. EXAMPLES OF OTHER WORK TO BE PERFORMED:**

- a. Performs emergency repairs to the water distribution and wastewater collection system.

- b. Perform other duties and special projects as assigned.

## **6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Must be at least twenty-one (21) years of age.
- b. Must possess a high school diploma or GED.
- c. Must have legal authorization to work in the United States of America.
- d. Must possess a valid driver's license.
- e. Ability to comprehend both oral and written instructions and to communicate in English, both orally and in writing.
- f. Must have a working knowledge of the methods, materials, tools and practices used in constructing water lines and sanitary sewers.
- g. Must have or be able to obtain a general knowledge of the city water distribution and wastewater collection systems.
- h. Ability to drive a pickup truck over streets and construction sites.
- i. Ability to sit, stand, stoop and walk intermittently.
- j. Ability to remove, maneuver and replace a 150 lb manhole cover.
- k. Must be able to read and interpret plans and specifications, and to measure distances and elevations.
- l. Ability to perform job responsibilities in a timely manner to meet scheduled deadlines.
- m. Must be able to report to work on time, perform the duties of the job for eight (8) hours a day with seasonal overtime, and to work flexible hours as needed to conform with contractors schedules which may involve weekends and holidays.
- n. Ability to establish and maintain an effective working relationship with contractors, coworkers and the general public.
- o. Must possess or be able to obtain valid Grade II Water Distribution and Wastewater Collection Certificates of Competency within twelve (12) months of the date of employment.
- p. Must have a minimum of five (5) years experience in the construction, surveying, operation or maintenance of water distribution and wastewater collection systems.
- q. Formal training in Civil engineering related subjects at the vocational school is preferred, but not mandatory.

Non-Exempt  
Safety Sensitive  
June 22, 2005